

UTILITIES ENGINEERING MANAGER

DEFINITION

Under general direction of the Director of Utilities and Environmental Services, plans, organizes, directs and coordinates the work of the Utilities Engineering division. The position provides oversight of assigned engineering projects and programs, including planning and design, and/or design administration of new utilities facilities, or renewal and replacement of existing facilities. Serves as a representative to assigned outside groups and organizations; acts as liaison on various intergovernmental coordination projects, committees, subcommittees, authorities, and City staff; and provides management assistance to the Department Director.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification responsible for all activities of the Utilities Engineering division; the incumbent is responsible for the implementation and oversight of the Department's Capital Improvement Program, including planning, design and construction of water and sewer facilities. This position is also responsible for assisting the Director in the overall planning, administration and management of the Utilities Engineering division. This class is distinguished from the Director of Utilities and Environmental Services in that the latter is responsible for overseeing the entire Utilities and Environmental Services Department.

SUPERVISION RECEIVED

Receives general direction from Director of Utilities and Environmental Services.

SUPERVISION EXERCISED

Exercises direct supervision and indirect supervision over management, supervisory, professional, technical, and administrative support personnel in the division, and over other assigned staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Establishes overall objectives, operating principles, and work practices of the Department's Engineering division.

Evaluates and assesses the impacts of proposed developments on City water and sewer systems, and develops mitigation measures and conditions of approval.

Plans, develops, and implements Utilities Engineering goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the Department and assists the Director with setting goals for the Department to support the strategic plans.

ESSENTIAL DUTIES (continued):

Plans, develops, coordinates, designs, directs, and reviews various capital improvement projects related to Utilities Engineering.

Performs a variety of complex professional engineering and design activities including providing oversight to various capital improvement projects; develops and reviews detailed facilities design, including plans, specifications, contract documents and cost estimates; provides engineering services during construction; and oversees contract administration for capital projects.

Oversees selection of and negotiations with engineering consultants; coordinates consultant activities.

Assists in preparing the Department's annual budget, multi-year capital improvement program, and controls annual expenditures in his or her areas of responsibility.

Monitors expenditures and approves purchase requests within assigned area of authority.

Coordinates utilities engineering activities with other divisions within the Department, other City departments, and outside agencies; provides staff assistance to the Director and other managers within the division and Department on a variety of engineering issues.

Prepares and presents staff reports and other necessary correspondence and reports to the City Council.

Prepares technical and regulatory reports for submission to City, and to local, regional, state, and federal agencies.

Represents the Utilities Engineering division, the Department, and the City in assigned meetings with public officials, the business community, and the public.

Makes formal and informal presentations to various elected and appointed councils, boards, commissions, committees, and community groups.

Interprets management policies and procedures to subordinate personnel and ensures they are understood and followed.

Participates in the selection and training of personnel; provides or coordinates staff training; conducts annual performance evaluations.

Organizes work, evaluates employees, and takes timely corrective action as necessary to ensure maximum efficiency and productivity.

Trains, motivates, and coach's employees to ensure reasonable professional growth and positive work attitudes.

ESSENTIAL DUTIES (continued):

Identifies and pursues obtaining local, regional, state, and federal grants.

Applies for and pursues awards and recognitions for the Department's Engineering projects.

Ensures maintenance of a safe work environment.

Performs other work as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering as applicable to the planning, design and construction of water distribution and wastewater collection and treatment facilities; engineering theory, principles and practices of program development and administration, and project scheduling and management.

Federal, state and local laws, regulations and codes pertaining to the planning, design, and construction of water, wastewater, and storm draining projects, including environmental assessment and environmental impact mitigations.

Modern methods and techniques used in the design and construction of a wide variety of utilities engineering projects.

Principles and practices of project management, including planning, design, construction, and implementation.

Research methods and sources of information related to utilities engineering; recent developments, current literature, and trends related to the planning and development of engineering programs.

Effective public contact and community relations concepts including negotiation techniques and presentation skills.

Effective negotiations skills and techniques in dealing with private companies and private and public agencies.

Recent developments, current literature and sources of information regarding water and sewer utilities and engineering practices.

Principles and practices of modern Asset Management.

Principles of Geographic Information Systems applicable to water and sewer systems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Operating budget development and administration.

Capital project cost development and administration.

Correct English usage, spelling, punctuation, grammar, and report writing.

Modern office management practices and methods; computer equipment and software.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of supervision, training, and personnel management.

Safety hazards and appropriate precautions applicable to work projects.

Ability to:

Organize, direct, and implement complex projects and programs; develop, implement and administer goals, objectives, and procedures for providing effective and efficient engineering services.

Provide administrative and professional leadership to assigned staff.

Prepare comprehensive complex reports; analyze, interpret and evaluate reports.

Plan and implement multiple projects.

Negotiate and manage contracts.

Interpret and apply Federal, State and local policies, procedures, laws, and regulations.

Prepare and administer large and complex budgets.

Make decisions and exercise independent judgment; analyze problems and identify potential solutions, and implement recommendations in support of department goals.

Communicate clearly and concisely, both orally and in writing.

Develop and deliver clear, concise and persuasive presentations.

Keep records and prepare reports.

Select, train, supervise, and evaluate personnel.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective working relationships with those contacted in the course of work including City employees, the public and representatives from other agencies.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible experience in professional engineering work related to the design and construction of water and wastewater projects, including two (2) years of recent supervisory or management experience.

Education: Equivalent to a Bachelor's degree from an accredited college or university with a major in civil engineering, or closely related engineering field. A Master's degree in Engineering is desirable.

Licenses and Certificates: Possession and maintenance of a valid California Class C Driver's License. Registration as a Professional Engineer (PE) issued by the California State Board of Registration for Professional Engineers. Registration is required upon hire and must be maintained for duration of appointment.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

Job Code TBD

Created: June 2016

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt